

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
July 16, 2020, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:00 p.m. Present: Board Members President Greg Doggett, Jacque Ferbrache, Ed Benton, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe. Flip Paulson was absent.

The Minutes for June 18, 2020 were approved by unanimous consent.

The monthly coliform water test results for June were satisfactory. July's test has not yet been conducted.

For the Operator's Report, Shane Pierson reported that late notices were reinstated, four customers were posted, and all four customers paid the past due fees.

The Chief Operator met with Lynora Rogstad from the Midwest Assistance Program, or MAP, for an MCCWD site visit. The District's Emergency Response Plan was basically complete, but needed to be placed in one folder or three-ring binder. Shane will add a few updates in the slower winter months. Board President Greg Doggett, who also met with Rogstad, said that the MAP representative was satisfied with District operations, but wanted to address residents within District overall boundaries but not annexed into the District. She also questioned whether waiving the plant investment fee was an option.

Meter readings were taken on June 24. There were problems getting a reading on the 2" line at the RV Park. The Board agreed that a new meter of the same type would be purchased since it is used only part of the year and the cost of an upgraded model is excessive.

The ground around Cathy Weber's new install in Glacier Hills, Account #165, is drying up so work on leak finding in the area can be tentatively scheduled. Mark Newbold's new installation, Act. #194, also in Glacier Hills, has been completed and turned on. Joanne Fulton's old meter pit at Account #179 was broken while changing the meter. Fulton and Kayleigh Cheff, Act.#189, meter pits were moved off of Monty and Nonie Pruetts' property and replaced with a double pit. During the installation work, a section of the Pruetts' fence fell into the excavation, but was repaired except for two broken lattice pieces. The replacements should arrive in a week or two.

Shane was called by the Road Department and Gary Sahl, Act. #24, regarding water running in the ditch coming from Central Ave. There is no water main in the vicinity, but a read for leaks would be better when the area is dry in a few months. Locates have been called in on Alana Meyers and Charlotte Rowe's double pits. Installs are scheduled for next week.

The Fire Department asked Shane for entrance assistance to Robert Jacobs' property because of an alarm call at the residence. The seasonal resident will send two keys to the gate, one for the fire department and one for the district, for access. Hydrant flushing and valve exercising is approximately half finished.

Parts have been delivered to rebuild or repair the two fire hydrants slated for maintenance

work. Back-up operator Mark Hemingway will assist with the upcoming repairs. Shane will also investigate what size back-up generator could be used at the Glacier Hills pumphouse during prolonged outages. Glacier Hills residents are without water during power outages.

Greg created a new web-based Work Order Log and management system. He has also inputted old Work Orders from the last few years in the system for reference.

The Board reviewed the System Reports where it was noted that water loss is a never ending cycle of lows and highs. Water loss for Route 1 was possibly above 100,000 gallons because of Paulsen Resorts water loss. Route 2 losses remained consistent with past months. The Usage Report revealed a low usage for the Southfork Saloon, and the RV Park's extremely high usage. The Usage and Loss Report reveals a lower total water loss percentage. The Comparison Report was reviewed last, depicting a better picture than last year.

The Clerk reviewed the District's financial statements for June. The Flathead County Finance Department made no deposit in MCCWD's Tax Roll Fund #7273, nor recorded an interest distribution for the Capital Investment Fund #7274. The Department's fiscal year ends in June so their final fund calculations usually come in much later in July. The District's net ordinary income still remained positive for the year to date at \$1,035.85.

A discussion on MCCWD's Park Fund, how it was created, and why it is no longer practical or needed followed. **The Board President made a motion to dissolve the Park Fund and transfer its balance of \$1,881.50 to the District's checking account. Jim Zerbe seconded the motion, and all agreed.** There were no questions on the Clerk's timesheet.

The Disbursement Report for July 15, 2020 listed the transfer of \$5,000 from the Flathead County Tax Fund #7273 to checking for operations and maintenance. The 941 Employer's Federal Quarterly tax payment of \$1,329.68, and the MT Unemployment Quarterly Tax payment of \$38.29 were also recorded. The payment of \$1,118.88 to Pierson Services for 48 hours in repairs and maintenance was mentioned. The Harmony mobile annual support payment of \$1,200.00; \$1,341.96 to Core & Main for a double pit and other parts associated with installations and meters; and \$1,195.00 to Libby Landscaping for installation excavations were listed.

A motion to approve the July Disbursement Report was made by Greg, seconded by Ed, and unanimously approved by the Board.

The Adjustments Reports depicted once again mostly new customer service connection fees. Greg questioned why Rate Code 15, with 1,300 gallons usage, and a \$12.65 water charge was listed on the Rate Code Report. The Clerk will research the answer. The Past Due Reports were reviewed. The Flathead County Assessor was sent a letter requesting that James Wilson's delinquent balance of \$128.55 be levied as a tax against his property, after all attempts to collect the money owed failed.

Under Old Business, the Board President once again requested compensation from Master Meter for some of the problems encountered with the radio-read meter replacement project, this time in letters to several of Master Meter's top officials. Although no direct response was received from them, the District Manager for Core & Main, George Whittaker, became involved as a result. He contacted Greg and readily admitted that the problems stemmed

from incorrect orders placed by them and lack of training of some of their employees. He assured Greg that this was being addressed and that they valued our business. As a result of Greg's efforts, Whittaker issued a \$2,500 credit to MCCWD's Core & Main account.

The additional water tests due in 2020 will be scheduled.

Under New Business, the final contract with Flathead County Water District #101 to provide meter reading services was signed. FCWD's first monthly check of \$100 was received which will go towards payment of Harmony Mobile Annual Support fee of \$1,200. Shane was instructed to keep an eye on a small drip that could not be sealed in the meter change-out for customer Dana Baldwin, Act.#9.

The next meeting is scheduled for August 20, 2020 at 7:00 pm. As there were no other items to discuss, Jim made a motion at 8:10 p.m. to adjourn, and Jacque seconded it; all agreed.

Respectfully submitted,